

September 26, 2002

QS50 (02-74)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee
Working Meeting (September 18, 2002)

The Safety, Health, and Environmental (SH&E) Committee met at 2:00 p.m. on Wednesday, September 18, 2002, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Safety Moment (Dennis Davis)

Dennis provided the safety moment. He discussed a presentation he heard at the recent VPPPA Conference. The speaker had lost his right leg and hip in a farming incident. His loose coveralls had tangled in an unguarded drive shaft. He was pulled into the machine and was crushed. Two significant things he said were that the event only lasted a couple of seconds, but it affected his life and his family lives forever; and his incident only raised the state's recordable mishap rate by only 0.01. He emphasized how important it is if the mishap rate can be reduced by even the smallest amount.

SHE Committee Alternate Members (Dennis Davis)

Dennis showed the current Committee membership listing. He requested that members provide him with the names of their alternates if not already provided.

SHE Committee Charter (Phil Robbins)

Phil showed the latest revision of the SHE Committee Charter. The members had some concern that the changes were not identified. It was agreed that the Charter with all comments incorporated would be emailed to members for review with comments due by September 23, 2002. The Charter presented is attached as Enclosure 2.

ACTION SHE-02-009: Email the redlined version of the SHE Charter to all members for review with comments due by September 23, 2002. (Dave Spacek/QS50; due 10/19/02)

Proposed Subcommittee Meeting Minutes Format (Keith Cornett)

Keith presented a proposed revision to the Subcommittee Meeting Minutes format. After some discussion it was decided to let committees try either format.

SHE Subcommittee Status Reports

Committee (Chairperson/Mentor)

Wellness and Ergonomics (Beth Skidmore/Judy Milburn): Judy Milburn reported that she had met with the chairperson and reviewed the committee requirements.

Lockout/Tagout (T.D. Jackson/Dave Spacek): T.D. Jackson reported that he had met with his team mentor and they were currently identifying members.

Lifting Operations and Equipment (Keith Sharp/Dave Spacek): Keith Sharp reported they are an existing committee and he has met with their new mentor.

Pressure Operations (Jack Caudle/Keith Cornett): Jack Caudle reported that they are an existing committee. They have added two new members and are working on a revision to MPG 8823, Pressure Systems Guidelines and Certification Requirements. They meet at least quarterly.

Radiation (Brian Ramsey/Pat Schultz): Brian Ramsey reported that they are an existing committee. They meet at least twice a year. He noted the next meeting is scheduled for September 19, 2002.

Contractor Safety Forum (CSF): Phil Robbins reported that the CSF is an existing committee. They meet monthly.

Hazardous Chemicals/Materials (Laurel Karr/Phil Robbins): Phil Robbins reported that David Thaxton and Farley Davis have agreed to be technical contacts. They are helping to identify prospective members.

Machine Shops (Dan Donovan/Keith Cornett): Dan Donovan reported the committee met on September 17, 2002. For now, they are planning to meet every other week.

Cryogenics (Tommy Barron/Pat Schultz): David Eckstein reported that they met on September 17, 2002. Members have been identified and they are going forward.

Laboratory Operations (Nance Jo Ogozalek/Judy Milburn): Nance Jo Ogozalek reported that they had one meeting and is approximately 95% complete with reviewing the Charter.

Building Managers (Pete Allen/Dennis Davis): The Building Manager Subcommittee was not represented at the meeting.

New Business (Nance Jo Ogozalek)

Nance Jo opened the floor for any new business.

Keith Cornett stated that he thought we could do better on getting our subcommittees going. He suggested a due date be established. After discussion, it was agreed that a due date had already been set for the end of September.

Keith Cornett reported that the annual SHE self-assessment was due in the November-December timeframe. He also noted that we are in the process of making some changes to the Inventory of Hazardous Operations (IHOPS) database. He noted that he just wanted to give the committee a heads-up that these things were going on and that he would provide more details later.

Judy Milburn asked if we want to call the committee leaders “Lead” and “Assistant Lead” or “Chairperson” and “Assistant Chairperson.” Since several existing committees already were using “Chairperson” it was agreed to use the latter terms.

Dan Donovan noted that bow season was starting soon and that a large number of MSFC employees are bow hunters. He suggested that a bulletin on Tree Stand Safety would be helpful.

ACTION SHE-02-010: Distribute a Centerwide bulletin on Tree Stand Safety. (Communication Committee; Due 9/30/02)

Plan Agenda for Next SHE Committee Meeting (Nance Jo Ogozalek)

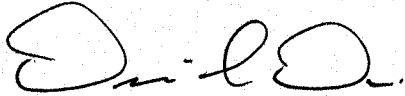
The committee agreed to keep the agenda similar to last month's. Nance Jo requested that each committee report their membership roster as of that date.


ACTION SHE-02-011: Report membership roster at next SHE Meeting. (Subcommittee Chairpersons; Due 10/2/02)

A member noted that Security is offering a safety-training program at the Center. It was agreed to have Security brief the SHE Committee on this program at the next working meeting.

ACTION SHE-02-012: Brief SHE Committee on Security's safety training program. (Protective Services Department; Due 10/16/02)

The next SHE Committee Meeting will be the regular monthly meeting and is scheduled for Wednesday, October 2, 2002, at 2:00 p.m. in Building 4200/P110.



 David J. Spacek
Manager
Industrial Safety Department

2 Enclosures

Distribution:
SHE Committee Members

cc:

CD20/P. Schultz

CSC/P. Robbins

DE01/A. Roth

QS40/R. Mize

QS50/D. Davis/J. Milburn

UP10/K. Cornett

SHE Committee Working Meeting
September 18, 2002

AGENDA

Safety Moment (Dennis Davis)

SHE Committee Working Meeting Open Actions (Dennis Davis)

SHE Committee Alternate Members (Dennis Davis)

SHE Committee Charter (Phil Robbins)

Proposed Meeting Minutes Format (Keith Cornett)

SHE Sub-Committees Status (Sub-Committee Chairpersons and/or Mentors)

Contractor Personnel Participation on Sub-Committees (Nancy Jo Ogozalek)

Open Floor for any New Business (Nancy Jo Ogozalek)

Plan Agenda for Next SHE Committee Meeting (Nance Jo Ogozalek)

D R A F T

MSFC Safety, Health, and Environmental (SHE) Committee Charter

Charter Number: MC-12

Subject: MSFC Safety, Health, and Environmental (SHE) Committee

1. PURPOSE

To promote and improve the MSFC safety, health, and environmental programs.

2. POLICY

SAFETY: MSFC will strive to prevent human injury and occupational illness and ensure safety of all operations and products.

HEALTH: MSFC will strive to promote and maintain the physical well being of its employees.

ENVIRONMENTAL: MSFC will strive to protect, preserve, and enhance the quality of the environment while conducting its primary mission activities.

3. RESPONSIBILITIES

- a. Serve as the Center's organizational committee to implement the SHE Program policies and procedures and to support their formulation by the MSFC responsible organizations (AD, QS, and CD).
- b. Establish and maintain subcommittees to support the SHE Committee in the execution of its responsibilities. Ad hoc subcommittees will be established, as required, to address unique, short-term issues.
- c. Assist in resolving Resolve SHE Program problems/issues associated with the execution of the SHE program.
- d. Ensure that items submitted to the Safety Concerns Reporting System (SCRS) receive timely closure. Resolve issues with resolution of submitted items.
- e. Review applicable SHE Program audit and inspection results. When appropriate, identify organizations to be assigned responsibilities to develop corrective action and monitor their implementation.
- f. Review investigations of all serious mishaps and close calls.
- g. Review all subcommittee reports.

D R A F T

h. Review monthly SHE metrics. When appropriate, make recommendations to corrective action plans and monitor completion schedules.

i. Report SHE Program status/issues to the Marshall Team Meeting.

4. MEMBERSHIP

Chairperson (Voting Member)

Elected by voting members

Deputy Chairperson (Voting Member)

Elected by voting members

Voting Members

Chairperson of following SHE Subcommittees:

- Wellness and Ergonomics
- Job Hazard Assessment (JHA)
- Lockout/Tagout (LOTO)
- Lifting Operations
- Pressure Operations
- Radiation
- Hazardous Chemicals/ Materials
- Machine Shop
- Cryogenics
- Laboratory Operations
- ~~Contractor Safety Forum~~
- Building Managers

Appointed Representatives from Directorates with Hazardous Operations

- Engineering Directorate (ED)
- Science Directorate (SD)
- Space Transportation Directorate (TD)
- Flight Projects Directorate (FD)
- Center Operations Directorate (AD)

Appointed Representative from the Contractor Safety Forum (CSF)

~~Non-Voting Representatives~~ Representatives

~~SHE Point of Contacts for~~ SHE Points of Contact for Directorates & Offices without Hazardous Operations

- Customer & Employee Relations Directorate (CD)
- Safety & Mission Assurance Office (QS)
- Procurement Office (PS)
- Office of Chief Counsel (LS)
- Office of Chief Financial Officer (RS)
- Equal Opportunity Office (OS)

D R A F T

- Systems Management Office (VS)
- Office of the Director (DA/DD/DE)

Chairperson of Supporting Subcommittees and Teams

- Marshall Safety and Health Action Team (MSAT)
- SHE Communications
- Performance Evaluation Profile (PEP) (Ad Hoc)
- Safety & Health Training (Ad Hoc)
- Confined Spaces
- Emergency Preparedness
- Energy & Water Conservation

5. FREQUENCY OF MEETINGS

Meetings will be scheduled at least monthly and the Chairperson may call special meetings, as required.

6. METHOD OF OPERATION

- a. Reports of the SHE Committee and subcommittees activities will be published to assure accessibility to all civil servants, onsite contractors, and tenants at all levels in the organization. These reports will be published within 10 working days after the meeting.
- b. Subcommittee reports and safety trends will be electronically published ~~three~~3 working days prior to meetings.